

**TOWNSHIP OF LAKEWOOD
PUBLIC NOTICE FOR THE SOLICITATION
OF A PROFESSIONAL SERVICES CONTRACT**

PLEASE TAKE NOTICE that the Township of Lakewood hereby solicits proposals for the below listed legal and professional services.

Sealed proposals must be submitted to the Township Manager on Wednesday, December 21, 2011 at or before 12:00 p.m. Proposals may be submitted in person at the Municipal Building, 231 Third Avenue, Lakewood, New Jersey, or sealed proposals may be mailed in advance to the attention of the Township Manager, Township of Lakewood, 231 Third Street, Lakewood, NJ, 08701.

All proposals must be contained in a sealed envelope with the name and address of the party submitting the proposal and marked "sealed proposal" and the position sought.

Any persons having questions or to obtain further information should contact Michael Muscillo, Township Manager, at (732) 364-2500 x 5200, 231 Third Street, Lakewood, New Jersey.

The criteria and appropriate proposal documents are available on the Township's web-site.

Proposals for the below-listed services are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq. The following criteria are being utilized as the basis for the award of services:

- A. Experience and reputation in the field.
- B. Knowledge of the Township of Lakewood and the subject matter to be addressed under the contract.
- C. Availability to accommodate any required meetings of the Township and, in the case of the Municipal Public Defender and Municipal Prosecutor, any required regular or special court sessions of the Township.
- D. Compensation proposal.
- E. Such other factors demonstrated to be in the best interest of the Township of Lakewood, as contained in the detailed specifications for each position listed below.

In addition, the Township of Lakewood reserves the right to consider the following other factors:

- A. Past performance;
- B. Whether the vendor's proposal demonstrates a clear understanding of the scope of work and related objectives;
- C. Whether the vendor's proposal is complete and responsive to the public notice and specifications;

- D. Whether the vendor's past performance of the same or similar services has been documented;
- E. History and experience of the vendor in performing the work, including whether the vendor is able to document a record of reliability;
- F. Whether the vendor has a record of honesty and moral integrity;
- G. Availability of the vendor's personnel, facilities and other resources, including proximity to the Township of Lakewood;
- H. The qualification and experience of the vendor's staff;
- I. Whether the vendor provides a full explanation of its billing for goods and services, including a breakdown of specific tasks;
- J. The vendor's financial stability and strength.

Applicants shall comply with the requirements of L.1975, c. 127, as amended (N.J.S.A.10:5-31 et seq.) and N.J.A.C. 17:27-1.1 et seq.

The following are specifications for each position:

Township Attorney

The Attorney should be an Attorney in good standing of the bar of the State of New Jersey with at least five (5) years experience representing municipal corporations, local government boards, or authorities, including, for example, planning boards or boards of adjustment, or municipal governing bodies. The Attorney should have knowledge of municipal law and transactions as well as have experience in litigation involving municipalities including actions in lieu of prerogative writs, actions under New Jersey Tort Claims Act, civil rights claims against municipalities under state and federal law, employment practices claims against municipalities under state and federal law, municipal management labor experience including contract negotiations, arbitrations, and grievance hearings. In addition, the Attorney should be competent and skilled in the preparation of ordinances, resolutions and legal opinions. The Attorney should also have experience in appellate practice. Law firms having members who are certified by the Supreme Court of New Jersey, the Board on Attorney Certification, as certified trial attorneys are encouraged to apply.

Municipal Prosecutor

The Attorney should be an Attorney in good standing of the bar of the State of New Jersey and have a minimum of two (2) years experience as either a municipal prosecutor, assistant county prosecutor, deputy attorney general, or attorney in private practice who regularly has appeared in municipal courts, have knowledge of the New Jersey Court Rules regarding criminal and municipal court practice. The Attorney should be available to appear in regular and special sessions of the Municipal Court and provide advice to the records department of the Lakewood Township Police Department concerning compliance with discovery requests, provide legal advice to the members of the Lakewood Township Police Department concerning law enforcement related matters, and should be thoroughly familiar with the New Jersey Supreme Court Guidelines on plea bargains in municipal court.

Township Bond Counsel

The Attorney should be an Attorney in good standing of the bar of the State of New Jersey with a minimum of ten (10) years experience, concentrating in the area of public finance and listed in the "The Bond Buyer's Municipal Market Place" book also known as the "Red Book" as a member concentrating in Public Finance as a Bond Counsel. The Attorney should have knowledge of municipal finance law and be competent and skilled in the preparation of ordinance, resolutions and legal opinions as they relate to municipal financing. The Attorney should be able to provide advice, legal assistance, and approving legal opinions acceptable to the market in connection with the sale of public securities.

Township Planner

The Planner shall be a licensed Professional Planner of the State of New Jersey. The Planner shall attend and participate in day and/or evening meetings as directed by the Township. The Planner shall provide planning services to the Township. The Planner shall also review and respond to correspondence and review all projects to be considered by the Township.

Township Engineer

The Township Engineer shall be a licensed Professional Engineer of the State of New Jersey, to be present at the Municipal Building five (5) days per week, a minimum of six (6) hours per day. The Engineer's office shall also provide a Planning Board Administrative Officer to be present at the Municipal Building five (5) Days per week, eight (8) hours per day. The Administrative Officer shall act as Planning Board Secretary during evening board meetings; an Administrative Assistant to be present at the Municipal Building five (5) days per week, eight (8) hours per day.

The engineer shall attend and participate in any day/evening meetings as directed by the Mayor, Committee or Manager; supervise the technical aspects of operations of the Engineering Department; Answer general questions as posed by the Mayor, Committee, Manager, employees or the general public; provide assistance to the Public Works Director and Department for various minor projects, problem resolutions, etc. as requested; review and respond to routine correspondence received by the Department of Engineering; review invoices from vendors providing goods and services to the Department of Engineering and verify reasonableness of the bill; participate in the planning and preparation of the Capital Budget, including but not limited to recommendations and project cost estimates.

Services not listed above may be billed at the rates set forth in the 2008 Fee Schedule established by the Township of Lakewood.

Township Auditor

The Auditor shall be a public accountant of the State of New Jersey and have the designation of Registered Municipal Accountant (RMA). The Auditor shall audit the books, accounts and financial transactions in accordance with generally accepted auditing standards. A

synopsis shall be prepared for the Mayor, Governing Body, and other Township officials. The Auditor shall assist with the preparation of the municipal budget, to include attendance at committee, staff meetings and public hearings if requested. The Auditor shall assist with the preparation of the Annual Financial Statement and Annual Debt Statement.

Real Estate Appraiser

The Appraiser shall have five years of experience in representing municipalities or other governmental entities in State Tax Court and County Board tax appeals, in preparing appraisals for residential properties for defense of tax appeals, in preparing appraisals for commercial and industrial properties for defense of tax appeals, testifying in State Tax Court and County Board hearings, in valuation of contaminated and/or properties with environmental issues, with the Marshall & Swift Commercial Estimator, in mass appraisal, and be familiar with valuation of farmland assessment and appraisals, as well as open space and right-of-way and green acres. The Appraiser shall supervise a minimum of five appraisers and office staff and manage certified or licensed appraisers and trainees for commercial, industrial and residential properties. The Appraiser shall have a Certified Tax Assessor's Certificate, be a MAI, be a general certified real estate appraiser, and be in full compliance with all applicable affirmative action requirements. The Appraiser shall have completed Income Approach to Value, Real Property Tax Administration I, Basic and/or Advanced Income Capitalization, USPAP, and Defending Tax Appeals educational courses.

Special Counsel -- Tax Appeals/Exemptions

The Attorney should be an Attorney in good standing of the bar of the State of New Jersey with at least five (5) years experience representing municipal corporations, local government boards, or authorities, including, for example, planning boards or boards of adjustment, or municipal governing bodies on tax appeals and/or exemptions. The Attorney should have knowledge of municipal law and transactions as well as have experience in litigation involving municipalities. Law firms having members who are certified by the Supreme Court of New Jersey, the Board on Attorney Certification, as certified trial attorneys are encouraged to apply.

Labor Attorney

The Attorney should be an Attorney in good standing of the bar of the State of New Jersey with at least ten (10) years of experience representing public entities in management side legal and labor relations issues including, negotiation of collective bargaining agreements and individual contracts, grievances, preparation and filing of disciplinary charges, trial of contested disciplinary matters and rendering of advice to department heads and personnel/human resource officials concerning employment related matters.

Special Counsel

The Attorney should be an Attorney in good standing of the bar of the State of New Jersey with at least ten (10) years of experience representing municipalities, public

entities, public officials and employees, in a variety of special litigation, administrative and general legal matters including defense work arising under the New Jersey Tort Claims Act, New Jersey Law Against Discrimination, State and Federal Civil Rights statutes, general municipal legal matters and municipal land use and zoning matters. The qualified attorney will have a demonstrable record of experience handling litigated and administrative matters on behalf of municipal corporations, public entities, public officials and employees, and be available to attend court proceedings, depositions, meetings with municipal officials and/or employees and other such matters necessary to perform the position of special counsel.